# **FINAL**

## **APPENDIX A**

# **TERMS AND ACRONYMNS**

Special terminology and acronymns used in the SAMS User's Guide are defined in this appendix. In addition, a list of screen names and report identifiers are listed here with the associated title for the screen or report.

### Appendix A contains:

#### Introduction

This section provides general information about the terms and acronymns used with the Single Family Acquired Asset Management System (SAMS).

### **Glossary of Terms**

This section provides definitions for selected SAMS terminology.

#### Acronyms

This section provides a list of acronymns and the associated definitions.

#### **Abbreviations and Miscellaneous Codes**

This section provides a list of abbreviations and data entry codes referenced in this guide.

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## **TABLES**

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### A TERMS AND ACRONYMS

### Introduction

### Usage

Using the Single Family Acquired Asset Management System (SAMS) effectively requires some knowledge and understanding of the terminology and codes used within SAMS. Explanations and clarifications provided for the terms used in SAMS documentation include:

- Special U.S. Department of Housing and Urband Development (HUD)/SAMS Terminology – refer to Glossary of Terms in this appendix and HUD Glossary on the Resources page of HUD@WORK (http://hudweb.hud.gov/po/h/hs/sams/test/samsmenu.htm)
- Acronyms refer to Acronyms in this appendix and HUD Acronyms on the Resources page of HUD@WORK (http://hudweb.hud.gov/po/h/hs/sams/test/samsmenu.htm)
- Abbreviations refer to **Abbreviations** in this appendix
- Unique Screen Identifiers refer to Screen Names in Appendix E Screen and Report Identifiers
- Unique Report Identifiers refer to Report Names in Appendix E Screen and Report Identifiers
- Accounting Data Entry Codes (such as Accounting Event Codes, Extra Amenities Type Codes, Chart of Accounts Codes, Post Codes, Tax Type Codes) – refer to Accounting Event Codes through Tax Types in Appendix D – Accounting References
- General Data Entry Codes refer to the Look-up tables accessed on data entry fields that display an asterisk (\*) beside the field name on SAMS screens

#### **Note**

This document is **INCOMPLETE** and is being updated continually. As new terms, codes, acronyms, abbreviations are determined and defined; they will be added to this document.

### **Sources**

The following sources were used in the creation of this appendix:

- Previous versions of the SAMS User's Guide.
- HUD Subject Matter Experts
- **HUD Glossary** and **HUD Acronyms** on the **Resources** page of HUD@WORK (<a href="http://hudweb.hud.gov/po/h/hs/sams/test/samsmenu.htm">http://hudweb.hud.gov/po/h/hs/sams/test/samsmenu.htm</a>)
- Look-up tables in SAMS where the unique codes and identifiers for SAMS are defined.
- Appendix D Data Field Reference Codes which provides a list of selected accounting codes and the associated description and general ledger account number used in SAMS.

### Glossary of Terms

The terms used through-out SAMS are defined in Table A-1.

Table A-1 Terms and Definitions

TERM	DEFINITION
*	An asterisk in front of a field name on a SAMS screen
	indicates that a Look-up table is available for the field. User's
	can access the Look-up table and select an entry from the
	table to complete the field.
1099 MISC	IRS Form 1099-MISC is used to report HUD payments of
	\$600 or more in a single tax year to a vendor, contractor, or
	service provider.
312 Cases	
A43C Claim	Single-Family Claims Insurance interface passes property
	acquisition data to SAMS. Case or property records are
	established in SAMS from the Claims database.
A43C Miscellaneous	Single-Family Miscellaneous Claims Insurance interface
Claim(s)	passes miscellaneous property acquisition data to SAMS. It
	also includes Miscellaneous Claims Disbursements, and
	Miscellaneous Claims Adjustments and Receivables. The
	A43C Miscellaneous. Claims Insurance interface consists of
	files that are received from the Single-Family Notes Branch
	within HUD and then uploaded to SAMS on a monthly basis
Acquisition	Property added to HUD inventory, property in HUD's
1000	possession, property under HUD control
Add mode	In the add mode, the user enters or selects information to
rad mode	create new records within SAMS. Also refer to Mode.
Advertised sale	create new records within 57 11/15. This refer to friede.
Aggregate	Refer to roll-up. Data that is the result of applying a process
1155105410	to combine data elements.
alphabetic	Alphabetic fields allow only letters of the English alphabet
	(e.g., a, C, y)
Alphanumeric	Alphanumeric fields allow the entry of letters of the English
T II prisirium i i	alphabet (e.g., a, C, y), numerals (e.g., 1, 7, 9), and any
	special characters found on the keyboard (e.g., &, \$, %, /).
Approve mode	In the approve mode the user enters or selects information to
ripprove mode	indicate that a specific process or application can be run or
	that the required information has been entered in SAMS. In
	most instances, SAMS captures and validates identifying
	information about the user specifying the approval. Also refer
	to Mode.
Archive	SAMS files are copied (archived) to a long-term storage
711011110	medium for backup on a regular basis. This process frees
	space on the active system. Archived information can
	normally be retrieved within 24 hours.
Assessment	normany of removed within 2 i nours.
asterisk	Refer to *
usterisk	10101 10

TERM	DEFINITION
Attachmate Extra	Attachmate Extra 3270 is the emulator package used to access
3270	SAMS. Emulator packages provide the ability of a program
	or device to imitate another program or device.
Auction	Public sale of one or more properties by soliciting multiple
	bids
Authorized	Term used to indicate that the person has the appropriate
personnel	credentials and access priveledges to perform the specified
	task, access the specified screen, or enter the required data.
Backup offer	
Bulk sale	Sale of several properties packaged together
Bulletin Board	
Buyback	Repurchased properties (Refer to HECM), Acquisition Type
	Code = B
Buyer	
Case Management	
Change mode	
Claim	
Classification	
Closing agent	
committed	
Copy mode	
Custodials	Acquisition Type Code = C
Data entry screen	
Data fields	Data fields which display on lines 6 through 25 for viewing,
	adding, or modifying records.
Data screen	Data screens allow the user to enter data to create new
	records, modify existing records, or flag records for deletion.
	The data are validated by the system before being posted or
	stored in the SAMS database.
default	
Delete mode	
Delete screen	
Direct sale	for a single property
Disbursement	Payments made using cash, checks, or electronic transfers.
	Disbursements include advances to others as well as payments
	for goods and services received and other types of payments
	made.
Disposition	
DOD Section 1013	Department of Defense Acquisition Type Code = D
download	downloads (i.e., transfer from) can only be executed by
	authorized personnel for NOMAD report data, NOMAD
	query results, Title Evidence, MSA Report, Service Center,
	bank and disbursement, and Step 9/10 No Acquisition data
Entity change mode	
Error message	Error messages display on line 23 and line 25 of the Status
	Area to notify users that an error has occurred. In most
	instances, the system notifies the user of the next action to
	take to resolve the error condition.
Estate agent	

TERM	DEFINITION
Expert mode	second way to navigate throughout SAMS using the Screen Identifier or Screen ID.
Fair Housing Act	1968 act (amended in 1974 and 1988) providing HUD Secretary with fair housing enforcement and investigation responsibilities.
Field Reps	Single Family Asset Management
Fiscal year	
Foreclosed Secretary Held Mortgages	Acquisition Type Code = C
Foreclosure	
Function key	Specially programmed function keys in SAMS provide an alternative navigation method or a shortcut for performing frequent, repetitive actions. The function key is listed in the Status Area of the SAMS screen (on line 24) when the key is available from that screen.
Functional area	
GOTO router	
Help screen	Help screens provide additional information to assist the user in completing the process or activity on the active screen. The information displayed depends upon the location of the cursor at the time the Help key <f1> is pressed.</f1>
Hierarchy	
HUD-17011	HUD-27011, Single-Family Application for Insurance Benefits
Interface	
intranet	HUD@WORK
Key identifiers	Key identifiers are needed to look up information in SAMS. The key identifier is specified in the Key Line section of most data-related screens.
Key lines	Key lines (lines 4 and 5) which display parameter or selection fields used to retrieve or display user specified data. Line 3 and Line 4 (the first two lines in the Work Area) on most data-related screens are reserved for a feature commonly referred to as a Key Line. The Key Line consists of one or more data fields or elements that must be entered or are used by the system to assist in the identification, location, retrieval, and subsequent presentation of the data on the screen.
Leasee(s)	Term used on SAMS screen title Lease Search by Leasee Name (LSLN) query screen, and on the <u>Leasee Zip Code</u> field name to refer to the lessee. Refer to lessee for the definition of this term.
Leesee(s)	Term used on the SAMS Define Leesees/Lease, SAMS-1101 form title to refer to the lessee. Refer to lessee for the definition of this term.
Lessee(s)	An entity that rents (leases) a property.
List mode	

TERM	DEFINITION
Lockbox	Lockbox Interface provides financial transaction data from
	HUD's Cash Management Branch (CMB) regarding the
	receipt of checks from involved parties (e.g., renters, buyers).
	The data reports on payments made to HUD. The monies are
	collected and are preprocessed by a lockbox contractor.
Lookup screen	Look-up screens allow the user to view a list of valid codes or
	values available for a specific field. A brief description or
	explanation is included for each code. This helps the user to
	make the appropriate selection in the data entry field.
Menu screen	
Message(s)	May be on the bulletin board, on the data entry screen, in a
1	pop-up box
Mode	SAMS processes include a variety of states or settings which
	allow users to perform tasks within SAMS. These modes
	include: add, query, modify, summary, approve, change,
	copy, delete, expert, pay, reverse, review, undo, update.
Modify mode	
Mortgagee	
numeric	Numeric fields allow only numerals (e.g., 1, 7, 9) and the
	entry of a decimal point (.), comma (,), dollar sign (\$), or
	minus or negative sign ( - ).
Officer Next Door	HUD sale of Single Family Properties in revitalization areas
	to police officers in order to improve neighborhood security.
Parameters	
Pay mode	
Payee	
Plat	
Post mode	
posted	
Preclose	
Preliminary offer	
Processing message	Processing messages display on line 23 and line 25 of the
	Status Area to advise users of the current action being
	performed by either the SAMS application or the network or
	other systems-related operations
prompt	Prompt messages display on line 23 of the Status Area to
	advise users of selections currently available to the user or of
	the next action that the user is required to initiate (e.g., <i>Press</i>
	Enter key to continue).
Purchase Money	
Mortgages	
Purchaser(s)	
QList	
Query mode	
Query screen	Use a <b>query</b> screen to locate information about a specific
	property, transmittal, contract, message, or a list of property-
	related information. For instance, search for a specific
	property using its uniquely-assigned case number or search
	for an invoice transmittal using its unique transmittal
D '1	identification number.
Reconcile	

TERM	DEFINITION
Reconveyance	
Rent Supplement	Payments to owners of private housing on behalf of qualified low income tenants. (Housing and Urban Development Act of 1965).
Rental	Grants to cities and states for rehabilitation of rental housing.
Rehabilitation	(Housing Act of 1937)
Repossession	Acquisition Type Code = R
Reverse mode	
Review mode	
Roll-up	(aggregate)
SAMS Help Desk	The SAMS Help Desk is available to personally assist users with SAMS questions. Many users learn better when a concept is explained verbally, rather than documented in a
	user guide. Sometimes a user experiences a problem that requires a swift resolution, or needs a report containing information that is not already captured in one of the standard NOMAD reports. The SAMS Help Desk provides support in all of these situations and more.
SAMSWeb	Web page for the Single Family Acquired Asset Management System (SAMS) used to manage Single Family acquired properties.
SCFR1315	Prompt Payment Regulations
Schedule A	Excepted appointment for positions which are not practical to examine (e.g., attorneys)
Schedule B	Excepted appointment to positions for which there is not competitive exams.
Schedule C	Appointment exempt from competitive procedures for individuals involved in setting Presidential policies or serving in confidential positions reporting to policy makers.
Search screen	Use a <b>search</b> screen to display a list or set of information. For instance, enter search criteria to display a list of property managers in offices that begin with the letter <i>M</i> .
Section 108	Section 108 Loan Guarantee Program (under CPD)
Section 202	Loans for construction/rehab of housing for the elderly or handicapped.
Section 202/811	Programs for housing assistance to the elderly and people with disabilities
Section 203	Basic FHA Single Family mortgage insurance program.
Section 207	Basic FHA multifamily insurance program
Section 221(d)(2)	FHA Single Family Mortgage insurance for low/moderate income families
Section 221(d)(3)	FHA mortgage insurance for Multifamily housing for low/moderate income families.
Section 223(e)	FHA mortgage insurance with housing in older declining neighborhoods.
Section 223(f)	FHA mortgage insurance to refinance existing multifamily housing
Section 231	Mortgage insurance for housing constructed or rehabilitated primarily for elderly persons.
Section 235	FHA single family mortgage insurance with subsidies on interest for low/moderate income families

TERM	DEFINITION
Section 236	FHA multifamily mortgage insurance with subsidies on
	interest for low/moderate income projects.
Section 3	Obligates PHAs to afford resident access t jobs and
	contracting opportunities created by federal funding.
Section 31 CFR Part	Treasury Electronic File Transfer Rule
208	
Section 5(h)	Permits PHAs to sell all or part of a public housing
	development to eligible residents.
Section 8	Housing Assistance Payment Program (Housing and
	Community Development Act of 1974)
Section 8 FMC	Section 8 Financial Management Center (under PIH)
Section 8(a)	Small Business Act authorizing SBA to enter into contracts
` '	with other federal agencies for goods and services. SBA then
	subcontracts work with eligible small firms.
Section 9 Operating	Refer to Operating Subsidies
Subsidies	
seller	
server	
SF85P	Standard Form 85P – Background Check Form
SF87	Standard Form 87 – Fingerprint Card
Single Family Data	Storage facility for business data from FHA Family
Warehouse	automated systems.
Special Add Mode	
Special Risk	One of four FHA funds used primarily for higher risk
Insurance Fund	programs (e.g., Section 235; Section 223(e).
Status Area	The lines at the bottom of the screen display SAMS status and
	error messages; the available function keys for the screen; and
	any system and network information, status, error messages.
Summary	
Maintenance Mode	
Taxing authorities	
Teacher Next Door	
Terminate mode	
Termination	Of property
Title Area	The lines at the top of the screen display the SAMS system
	title, current system date, the screen identifier label, unique
	screen title, and the current system time
Title I Loans	Acquisition Type Code = T
Transaction	
Transmittal	
Undo mode	
Update Mode	
Update Screen	
Upload	uploads (i.e., transfer to) can only be executed from
	FEDWIRE data
User Assistance	
Branch	

TERM	DEFINITION
User Profile	The user profile determines the screens, processes, and modes
	to which the assigned user has access. User profile categories
	include Headquarters Housing Single-Family Property,
	Headquarters Housing System Management, System Account,
	Single Family Acquired Assets Branch Researcher,
	Researcher/Security
Web page	HUD SAMS Web Page,
Work Area	The lines in the middle portion (or work area) of the screen
	are used to complete tasks in SAMS. On a Menu screen, the
	work area displays a list of options the user may select. On a
	search screen, the work area displays the records or data
	located based on the criteria entered in the work area of a
	query screen. On a Data Entry screen, the work area displays
	the fields for entering information to create a record or for
	modifying an existing record

### **Acronyms**

Table A- 2 defines the abbreviations and acronyms used through-out SAMS.

Table A- 2 Acronyms List

	ACRONYM	DEFINITION
A	A80N	Single-Family Mortgage Notes system interface transfers the accounting transactions on Secretary-held foreclosures in the Single-Family Mortgage Notes
		system to SAMS after all relevant accounting has been completed.
	A80S	SA <s 1="" ;pgpm="" fpr="" odemtofoer="" screem<="" td="" the=""></s>
	ABA	American Banking Association
	ABCCO	Sample company ID
	ACA	Annual Community Assessment.
	ACA	Asset Control Area. FHA Single Family Housing designated area for special property sales initiatives.
	ACC	Annual Contributions Contract. Annual Contracts with Public Housing Authorities for payments towards rents, financing debt service, and financing for modernization.
	ACH	Automated Clearing House
	ACO(s)	Authorized Certifying Officer (Authorized Certifying Officers)
	ACRS	Administration's system for tracking requests for administrative services
	ACS	American Community Survey
	Adm	Administration (HUD Office of)
	ADP	Automated Data Processing (ADP) Security Branch
	ADP	Automated Data Processing
	AHS	American Housing Survey
	AMB	Area Manager Broker
	APP	Annual Performance Plan
	ASAP	
В	BLS	Bureau of Labor Statistics, U.S. Department of Labor
	BEDI	Brownfields Economic Development Initiative. Grants, connected with 108 guaranteed loans to improve security of viability of projects.
	ВОР	(HUD) Business and Operating Plan (annual internal management planning system; operational plan for Annual Performance Plan (APP)
	BOSS	Budget Outlay Support System
	BRI	Brownfields Redevelopment Initiative. Interagency initiative addressing financial and legal risks of Brownfield clean up and redevelopment.
C	CA	Closing Agent
	СВ	Community Builder
	CBD	Commerce Business Daily

CCARS Cash Control Accounting and Reporting Sys CDBG Community Development Block Grant (CPE CEF Community Empowerment Fund, administer CEO Chief Executive Officer CFO Chief Financial Officer (HUD Office of) CFR United States Code of Federal Regulations CHAS Comprehensive Housing Affordability Strate CHDO Community and Housing Development Orga Non-profit housing provider receiving minin of HOME Investment Partnership funds. CHRB Community Housing Resource Board. Orga assisting with voluntary compliance with fair laws. CHUMS Computerized Home Underwriting Managen used to notify HUD's FHA Application Proce of properties that have been programmed as i Sales related data are also identified so that C staff is alerted when an appraisal is received representing ten percent (10%) more than the CICS CIO Chief Information Officer (HUD Office of) CIR Congressional and Intergovernmental Relatio Office of) CLFO Collections National application group CLNA Collections National application group CLNA Collections National application group CLPHA Council of Large Public Housing Authorities CMB Cash Management Branch CMC0 Step 0 cases CMFO Case Management Field Office application g CMH1 Cooperative Management Housing Insurance One of four FHA funds. One of four funds v FHA Fund; used to finance the Section 213 of Housing Mortgage Insurance Program. CMNA Case Management National application group CO CONA Contracting Officer. COs are HUD's express authorized agents and represent HUD with re contractual matters. Only COs may enter into administer and terminate contracts. CO auth delegated in writing and limited by the speci each delegation.  CO Certifying Officer Coc Continuum of Care approach to assistance to homeless CPD Community Planning and Development Brar Office of Community Planning and Development Brar		CRONYM	
CEF Community Empowerment Fund, administer CEO Chief Executive Officer CFO Chief Financial Officer (HUD Office of) CFR United States Code of Federal Regulations CHAS Comprehensive Housing Affordability Strate CHDO Community and Housing Development Orga Non-profit housing provider receiving minin of HOME Investment Partnership funds. CHRB Community Housing Resource Board. Orga assisting with voluntary compliance with fair laws.  CHUMS Computerized Home Underwriting Managen used to notify HUD's FHA Application Proc of properties that have been programmed as Sales related data are also identified so that C staff is alerted when an appraisal is received representing ten percent (10%) more than the CICS CIO Chief Information Officer (HUD Office of) CIR Congressional and Intergovernmental Relatio Office of)  CLFO Collections Field Office application group CLNA Collections National application group CLPHA Council of Large Public Housing Authorities CMB Cash Management Branch CMCO Step 0 cases  CMFO Case Management Field Office application g CMH1 Cooperative Management Housing Insurance One of four FHA funds. One of four funds v FHA Fund; used to finance the Section 213 G Housing Mortgage Insurance Program.  CMNA Case Management National application group CO Contracting Officer. COs are HUD's express authorized agents and represent HUD with re contractual matters. Only COs may enter into administer and terminate contracts. CO auth delegated in writing and limited by the speci each delegation.  CO Certifying Officer Coc Continuum of Care approach to assistance to homeless CPD Community Planning and Development Brar	ystem	CARS	
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CoC Continuum of Care approach to assistance to homeless CPD Community Planning and Development Bran		)	
CPD Community Planning and Development Brar	to the		
	opment)		
CPO Chief Procurement Officer (HUD Office of)			
D DAP Development Application Processing (FHA - Multifamily Housing) Down payment Assistance Program (FHA - Family Housing)		AP	D

	ACRONYM	DEFINITION
	DBFO	Disbursements Field Office application group
	DBNA	Disbursements National Office application group
	DE	Direct Endorsement. Program permitting lender
		processed and endorsed FHA mortgages.
	DEC	Departmental Enforcement Center
	DGMS	Department Grants Management System
	DP(s)	Disposition Program (Disposition Programs)
	DSC	Disbursement Service Center Interface provides
		transmittal and check data to SAMS. This file is
		uploaded to SAMS on a daily basis from the Service
		Center. The data on this file updates the check table,
		ties the check number to the transmittal, and liquidates
		accounts payable and journal entries.
E	EA	Environmental Assessment. Analysis to determine
		affect of a project on the environment. May lead to an
		Environmental Impact Statement (EIS).
	EBL(s)	Elevated Blood Level (Elevated Blood Levels)
	EC	Enforcement Center (formally: Departmental
		Enforcement Center)
		Enterprise Communities
		Electronic Funds Cancelled code
	ECS	Treasury's Electronic Certification System
	EDA	Economic Development Administration (part of Dept.
		Of Commerce)
	EDI	Economic Development Initiative (CPD program)
	EDI	Electronic Data Interface provides new case data, on a
		daily basis to SAMS from mortgagees' electronic claims
		submissions.
	EDSS	Economic Development and Supportive Services (CPD
		program)
	EEO	Equal Employment Opportunity
	EFT(s)	Electronic Funds Transfer (Electronic Funds Transfers)
		interface provides transmittal payment data on a daily
		basis to the U.S. Treasury for payment to contractors,
		tax authorities, and others through the Treasury's EFT
		system. Following the successful completion of the
		payment transaction, data used to liquidate the accounts
		payable and case journal entries is returned to SAMS.
	EIS	Executive Information System. Designed for senior
		management for analysis.
	EIS	Empowerment Information System. Programmed
		reports for top executives.
	EIS	Environmental Impact Statement. Analysis of
		environmental impacts of a proposed project.
	ELB	Exclusive Listing Broker
	EM	Earnest Money
	EPA	U.S. Environmental Protection Agency
	ESA	
	ESG	Emergency Shelter Grants (CPD program)
	EST	Eastern Standard Time
•		,

	ACRONYM	DEFINITION
	ETA	
	EZ	Empowerment Zones
F	F51	Institutional Master File (IMF)
	FAR	Federal Acquisition Regulations
	FEDWIRE	Federal Reserve Wire Network (FEDWIRE) is a high-
		speed electronic communicatins network that links the
		Federal Resere Board of Governors, the Federal Reserve
		Banks and branches, the U.SS. Treasury Department,
		and other federal agencies. Interface provides electronic
		financial transactions regarding the receipt of monies
		from involved parties (e.g., buyer, mortgagor, settlement
		agents, closing agents) who owe money to HUD. These
		transactions are primarily the result of monies due to
		HUD at settlement or the closing of a HUD-owned
	EEMA	property.
	FEMA	Federal Emergency Management Administration
	FERA	(Agency) Front-End Risk Assessments (FERAs) are documented
	FERA	reviews by management of a component's susceptibility
		to waste, fraud, abuse and mismanagement. FERAs are
		conducted on new or substantially revised programs or
		administrative functions.
	FFS	Federal Financial System
	FHA	Federal Housing Administration (HUD Office of
		Housing)
	FHAP	Fair Housing Assistance Program (FHEO program).
		Program assisting State/local government with process
		fair housing complaints.
	FHEO	Fair Housing and Equal Opportunity (HUD Office of)
	FHIP	Fair Housing Initiatives Program (FHEO program).
		Program to assist state/local government, community
		groups and housing resource boards to combat housing
		discrimination.
	FHLBB	Federal Home Loan bank Board
	FHLMC	Federal Home Loan Mortgage Corporation. Federally
		chartered stockholder owned corporation supporting
	DIM(-)	secondary market for conventional mortgages.
	FIN(s)	Federal Tax Identification Number (Federal Tax
	ELDA	Identification Numbers)  Enderal Labor Relations Authority
	FLRA FMC	Federal Labor Relations Authority Financial Management Center (Section 8; under PIH)
	FMR	Fair Market Rent (maximum rent for Section 8 rental
	1 IVIIX	assistance)
	FNMA	Federal National Mortgage Association. Federally
		chartered, stockholder owned corporation supporting
		secondary market for FHA, VA, and conventional
		mortgages.
	FO	Field Office
	FOID	HOC Area Identifier (Field Office ID)
	FONSI	Finding of No Significant Impact. Environmental
		Assessment finding that a project will not significantly

	ACRONYM	DEFINITION
		affect the quality of human life.
	FPM	Field Policy and Management (HUD Office of)
	Freddie Mac	Refer to FHLMC
	FSI	Financial Systems Integration
	FSS	Family Self Sufficiency program
	FTE	Full-time equivalent (employee) (2080 hours of paid
		employment).
	FTR	Financial Transaction Repository interface creates a data file of all accrual and journal entry records for the most recent Accounting Close period.
	FY	fiscal year
G	GBFO	Global Field Office application group
	GBNA	Global National application group
	GI	General Insurance Fund (one of four FHA insurance funds)
	GIS	Geographic Information System
	GLFO	General Ledger Field Office application group
	GLNA	General Ledger National application group
	GMC	Grants Management Center (under Public and Indian Housing)
	GMP	Grants Management Program
	GMS	Grants Management System
	GNMA	Government National Mortgage Association (Ginnie Mae)
	GOAL	
	GRI	Graduate Realtors Institute
	GSA	Government Services Administration
	GSE	Government-sponsored enterprises (Fannie Mae and Freddie Mac)
	GTM(s)	Government Technical Manager (Government Technical Managers) Government Technical Monitor (for contracts)
	GTR (s)	Government Technical Representative (Government Technical Representatives) (for contracts) HUD
		program office employees who support contracting personnel in technical and programmatic matters related to contracts. GTRs are chiefly responsible for
		monitoring contractor performance, inspecting contract products and contractor services, preparing
		documentation to support acceptance or rejection of
		contractor work, alerting the CO to potential and actual
		contract problems, and recommending corrective
	1	action (e.g., changes to the contract).
H	HA	Housing Authority
	HAP	Housing Assistance Payments
	HAP	Housing Assistance Plan. Housing Plans required by CDBG program.
	HATS	Administration's system for tracking requests for personnel action
	HECM(s)	Single-family reverse mortgage (Single family reverse
•	(~)	

	ACRONYM	DEFINITION
		mortgages). F12 Assigned mortgagee, Acquisition Type
		Code = H
	HFA	Housing Finance Agency. State or local agencies
		responsible for financing and preserving low/mod
		housing within a state.
	HHS	Health and Human Services (U.S. Department of)
	HMDA	Home Mortgage Disclosure Act. 1975 Act, amended
		1989 requires mortgage lending institutions to collect
		and disclose information on their lending practices.
	HOA	Home Owner's Association
	HOC(s)	Home Ownership Center (FHA - Single Family Housing
		field structure) (Home Ownership Centers). Areas of
		the country that have been established by HUD to sort
		the assignment of HUD properties.
	HOC Area	Within the HOCs there are areas established for further
		sorting of proeprties. A HOC may have between 3 and 6
		areas within it.
	HOM	Held-off-market
	HOME	Home Investment Partnerships (CPD program)
	HOPE VI	Program for Revitalization of Severely Distressed Public
		Housing (PIH program)
	HOPWA	Housing Opportunities for Persons with AIDS (CPD
		program)
	HQ	Headquarters
	HUD	United States Department of Housing and Urban
		Development
	HUDCAPS	HUD Central Accounting Processing System
I	IBS	Integrated Business System
	ID	Identification
	IDAs	Individual Development Accounts
	IDIS	Integrated Disbursement and Information System (CPD
		system)
	IG	Inspector General (HUD Office of)
	IHAs	Indian Housing Authorities
	IIF	Single-Family Insurance-In-Force interface validates
		case numbers, fund code, section-of-the-act, acquisition
		types, and mortgage amounts; and verifies case
		insurance eligibility prior to the conveyance of a
	D.C.	property to HUD
	IMF	Institutional Master File (also known as F51) Interface
		provides the data essential to validate and verify
	INIV	information needed to communicate with mortgagees.
	INV	Inventory Reports (MGMT/ACCT) application group
	IPA	Intergovernmental Personnel Act. Permits temporary
	IT	assignment of employees to public and private sector.
<b>-</b>	IT	Information Technology.
J	JE	Journal Entry
K	I D	Lock Don
L	LB	Lock Box
1	LIHTC	Low Income Housing Tax Credit

	ACRONYM	DEFINITION
	LM	Loan Management
M	M&M	Management and Marketing. Single family program to
		manage and market acquired properties using
		contractors.
	MAHRA	Multifamily Assisted Housing Reform and Affordability
		Act of 1997
	MAP	Multifamily Application Processing (FHA-Multifamily
		Housing process)
	MBA	Mortgage Bankers Association
	MBE	Minority Business Enterprise
	MBS	Mortgage-backed securities (for secondary market
		issued by Ginnie Mae)
	MGIC	Mortgage Guaranty Insurance Corporation
	MIS	Management Information System
	ML	Multiple Listing Service
	MLIS	Mortgage Lending Information System
	MMHC	Marketing & Management, HOC application group
	MMI	Refer to MMIF (Mutual Mortgage Insurance Fund)
	MMIF	Mutual Mortgage Insurance Fund (one of four FHA
		funds)
	MOU	Memorandum of Understanding
	MSPB	Merit Systems Protection Board. Independent Agency
		which hears and adjudicates Federal employees'
		allegations of abuse of merit principles.
	MTCS	Multifamily Tenant Characteristics System
N	NACO	National Association of County Officials
	NAHASDA	Native American Housing Assistance Self-
		Determination Act
	NAHB	National Association of Home Builders
	NAHBG	Native American Housing Block Grants (PIH program)
	NAHRO	National Association of Housing and Redevelopment
		Officials
	NAID(s)	Name and Address Identifier (Name and Address
		Identifiers)
	NAPA	National Academy of Public Administration
	NAR	National Association of Realtors
	NAREB	National Association of Real Estate Brokers
	NCHS	National Center for Health Statistics
	NCSBCS	National Conference of States on Building Codes and
		Standards
	NFC	National Finance Center
	NFFE	National Federation of Federal Employees (one of 2
		employee unions in HUD)
	NIBS	National Institute of Building Sciences
	NOFA	(HUD) Notice of Funding Availability
	NPR	Refer to National Partnership for Reinventing
		Government
	NSF	National Science Foundation
	NTO	National Tenant's Organization
0	ODEEO	(HUD) Office of Departmental Equal Employment

	ODOC OGC OHHLHC OHR/PSO OLHC OLR	Opportunity  (HUD) Office of Departmental Operations and Coordination  (HUD) Office of General Counsel  (HUD) Office of Healthy Homes and Lead Hazard Control  HUD's Office of Human Resources/Personnel Security Office  Refer to Office of Healthy Homes and Lead Hazard
	OGC OHHLHC OHR/PSO OLHC	Coordination  (HUD) Office of General Counsel  (HUD) Office of Healthy Homes and Lead Hazard Control  HUD's Office of Human Resources/Personnel Security Office  Refer to Office of Healthy Homes and Lead Hazard
	OHHLHC OHR/PSO OLHC	(HUD) Office of Healthy Homes and Lead Hazard Control HUD's Office of Human Resources/Personnel Security Office Refer to Office of Healthy Homes and Lead Hazard
	OHR/PSO OLHC	Control HUD's Office of Human Resources/Personnel Security Office Refer to Office of Healthy Homes and Lead Hazard
	OLHC	Office Refer to Office of Healthy Homes and Lead Hazard
	OLR	Control
	J-11	(HUD) Office of Labor Relations
	OMB	U.S. Office of Management and Budget
	OND	
	OPM	United States Office of Personnel and Management
P	PACS	HUD Performance Accountability and Communication System (for managers and supervisors)
	PAE	Participating Administrative Entity. Organization eligible to implement mortgage restructuring and rental assistance sufficiency (Restructuring) Plans. (multifamily housing assistance restructuring)
	PATH	Partnership for Advancing Technology in Housing (PD&R program)
	PCFO	Contracts & Purchase Orders Field Office application group
	PCNA	Contracts & Purchase Orders National application group
	PD	Property Disposition. Disposition of real property.
	PD&R	Policy Development and Research (HUD Office of)
	PFS	Performance Funding System. Formula used to calculate the amount of operating subsidies required by each PHA to operate it's public housing
	PHA	Public Housing Authority
	PHAS	Public Housing Assessment System (under REAC)
	PHDEP	Public Housing Drug Enforcement Program (PIH program)
	PHMAP	Public Housing Management Assessment Program (under PIH)
	PIH	Public and Indian Housing (HUD Office of)
	PITI	Principal, Interest, Taxes, and Insurance
	PJs	Participating Jurisdictions (in HOME program)
	PLU	Predominant Land Use
	PM	Property Manager
	PMM	Purchased Money Mortgage Cases
	POC	Point-of-Contact (Points-of-Contact)
	PPA	Prompt Payment Act
	PTR	Post Technical Reviews
Q	QA	Quality Assurance
	QMP	
	QMR	(HUD) Quality Management Review program (for oversight of field operations)
R	RAL	Repair Authorization Letter

	ACRONYM	DEFINITION
	RDFO	Rentals & Debt Management Field Office application
		group
	RDNA	Rentals & Debt Management National application group
	RE	Real Estate
	REAC	(HUD) Real Estate Assessment Center
	REAP	Resource Estimation and Allocation Process (under
		Chief Financial Officer)
	REMIC	Real Estate Mortgage Investment Conduit (under Ginnie
		Mae)
	REMS	Real Estate Management System (under REAC)
	RENA	REO National application group
	REO	Real Estate Owned (in reference to defaulted FHA-
		insured properties)
	RESPA	Real Estate Settlement Procedures Act. Requires
		lenders to provide borrowers under Federal loan or
		mortgage insurance programs to receive specific loan
		transaction information.
	RFP	Request for Proposals. Used to solicit proposals for
		contracts under the negotiated procurement method.
	RFQ	Request for Quotations. Used to solicit price quotes
		under the simplified acquisition procurement method.
	RIF	Reduction In Force. Action by management to reduce or
		adjust an agency's workforce.
	ROSS	Resident Opportunity and Supportive Services
S	S&E	Salaries and expenses appropriation
	SAC	Special Applications Center (under PIH)
	SAMA	Site Appraisal and Market Analysis. Required for
		commitment of FHA mortgage insurance on most
		Multifamily Projects and large subdivisions.
	SAMS	Single Family Acquired Asset Management System
	SB	Selling Broker
	SC	Service Center (Disbursement Service Center)
	SEMAP	Section 8 Management Assessment Program
	SES	Senior Executive Service. Personnel/Payroll system for
		executives. (Civil Service Act of 1978)
	SF	Single Family
	SFAAB	Single Family Acquired Assets Branch
	SFAB	Single Family Asset Branch
		Single Family Accounting Branch
	SFB	M&M Bill Transmittal Type code
	SFDW	Single Family Data Warehouse
	SFIS	Single Family Insurance System
	SFPID	Single-Family Post Insurance Department
	SFNB	Single-Family Note Branch
	SOA	Section of the Act
		Single Family Claims
		Single Family Property
		Single-Family Post Insurance Branch
	SRA	Senior Residential Appraiser
	SREA	Senior Real Estate Analyst
	<u> </u>	

	ACRONYM	DEFINITION
	SRI	Special Risk Insurance Fund (of FHA)
	SRO	Single-Room Occupancy. Mortgage insurance under
		Section 221(d) for single room apartments.
	SRPA	Senior Real Property Appraiser
	SSN	Social Security Number
	STARS	System for tracking calls requesting computer-related
		assistance
	Super NOFA	HUD's consolidated approach to issuance of Notices of
		Funding Availability
T	TA	Tax Authority
	TAL	Title Approval Letter
	TANF	Temporary Assistance to Needy Families
	TARC	Troubled Agency Recovery Center (under PIH)
	TBA	
	TDHEs	Tribally Designated Housing Entities
	TIN	Taxpayer Identification Number
	TLI	Targeted Lending Initiative (of Ginnie Mae)
	TND	Teacher Next Door
	TR	Technical Representative
	TXFO	Taxes Field Office application group
	TXNA	Taxes National application group
U	UAR	User Access Registration form
	URAR	Uniform Residential Appraisal Report form
	USDA	U.S. Department of Agriculture
V	VA	Veterans Affairs (U.S. Department of)
	VCA	Voluntary Compliance Agreement. Conciliation
		agreement signed by a complainant to resolve a
		complaint.
$\mathbf{W}$	Web 390	Web interface that M&Ms use to connect to SAMS.
X		
Y		
Z		

### Abbreviations and Miscellaneous Codes

Abbreviations and codes used in illustrations or text within this guide are provided in Table A- 3. A complete listing of codes for SAMS can be obtained through the look-up tables and the Global Definitions screens within SAMS.

Table A-3 Abbreviations and Selected Codes